UNIVERSITY COUNCIL

GOVERNANCE COMMITTEE

REQUEST FOR DECISION

PRESENTED BY:	Roy Dobson, Chair, Governance Committee
DATE OF MEETING:	November 17, 2022
SUBJECT:	**Academic Programs Committee Terms of Reference**
Motion:	*It is recommended that Council approve the changes to University Council bylaws to create the standing subcommittee (as attached) of APC to coordinate academic programs approval processes, effective immediately.*

SUMMARY:

The Academic Programs Committee is responsible for: "Recommending to Council on new programs, major program revisions and program deletions, including their budgetary implications."

Considering the enduring need for timely, expert, and coordinated administrative supports for academic program innovations, a sustainable mechanism is required to ensure that efficient and effective resources are available to program proponents (in colleges and schools), and to USask's governing bodies and committees.

In 2021-22, the Governance Office led the implementation of recommended governance changes to USask's approval processes for new academic programs and changes to existing programs. These changes included removing redundancies, reducing the number of steps, and shortening timelines through delegation. The governance changes (with Council, Board, and Senate) have been operational since October 2021. Accompanying administrative supports have been adapting since then, and enhancements to workflows between administrative offices have been implemented.

Significant institutional coordination is required between USask's governing bodies to approve academic programs, as well as systems requirements, resources, and personnel supports to implement approved programs. This necessitates considerable collaboration between administrative offices, and with colleges and schools. To reflect the resources needed to

support these governance processes, the means by which this occurs (and the responsibility for ongoing process improvements) should be embedded in the Council Bylaws, as a standing subcommittee of APC.

However, this does not represent yet another process, structure, administrative hurdle, or procedural step for new academic program proposals, nor major changes to existing programs to get approval. Rather, it entrenches the ongoing organizational requirements to support academic innovation and the rigorous review of academic program proposals, in support of colleges, schools, program proponents, and USask's governing bodies, particularly through the APC. The supports have continually been available, but will be much more efficient and better coordinated through the proposed "Program Approvals Support Team – Academic." The support team will be a resource to the governing bodies, and will not have approval authority.

On September 15, 2022, the Academic Programs Committee (APC) voted to recommend to the Governance Committee that the support and coordination of governance and administrative supports for new academic programs and major changes to existing programs be embedded in APC's Terms of Reference (Council Bylaws, 2022, p. 14-15).

On October 13, 2022, the Governance Committee voted to recommend these changes to University Council, per APC's advice. The recommended changes are outlined in the attachments.

These changes were presented to University Council on October 20, 2022 as a notice of motion and questions and comments were invited.   No questions or comments were received.

Attachments
   A. Program Approvals Support Team, Academic – Terms of Reference
   B. Council Bylaws Excerpt (with tracked changes)

PROGRAM APPROVAL SUPPORT TEAM, ACADEMIC
TERMS OF REFERENCE (ToR) AND MEMBERSHIP

Program Approval Support Team, Academic Mandate [statement to be added to the Bylaws]
The Program Approval Support Team, Academic, supports USask's governance and administrative processes for new academic programs and major changes to existing programs by serving as a resource for the Academic Programs Committee of Council, and for college and school program proponents. The Program Approval Support Team, Academic is a standing subcommittee to APC. The support team has a stewardship mandate, but no approval authority.

The team is responsible for:
- Coordinating academic program approval processes through the University's governing bodies, including Council (academics), Senate (admissions qualifications changes), and Board of Governors (tuition and financial sustainability);
- Stewarding program proposals recommended by faculty councils through the governance processes;
- Ensuring administrative requirements for implementation and program offering are met;
- Leading ongoing process improvements to ensure timely and rigorous review of academic programs.

Membership on the support team is drawn from the Governance Office (chair), the College of Graduate and Postdoctoral Studies (CGPS), Office of the Registrar, Institutional Planning and Assessment (IPA), college representatives, and APC is represented through the APC vice chair.

Membership 2022-23
*This will be updated annually – it will not be included in the Council Bylaws
- Governance Office (coordinates the committee)
    - Director, Academic Governance (chair)
    - Academic Governance and Hearings Advisor
- APC
    - Vice-Chair
    - APC Committee Coordinator
- Registrarial Services
    - University Registrar
    - Associate Registrar and Manager
    - Senior Editor and Coordinator, Catalogue and Academic Programs
    - Manager, Admissions & Transfer Credit
- CGPS
    - Associate Dean, Policy and Programming Innovation
    - Academic Affairs Specialist
- IPA
    - Senior Director, Resource Allocation & Planning
    - Analyst, Resource Allocation & Planning
- College/School representation (two representatives of two colleges, rotating)
    - Associate Dean Academic
    - Programs Specialist

PART TWO

COUNCIL COMMITTEES

I. ACADEMIC PROGRAMS COMMITTEE

Membership

Eleven members of the General Academic Assembly, at least five of whom will be elected members of Council, normally one of whom will be chair.
One Sessional Lecturer
One undergraduate student appointed by the USSU
One graduate student appointed by the GSA

Ex Officio
Vice-Provost, Teaching, Learning, and Student Experience
University Registrar
Vice-President, Finance & Resources or designate (non-voting member)
President (non-voting member)
Chair of Council (non-voting member)

Resource Personnel (Non-voting members)
Assistant Vice-Provost, Strategic Enrolment Management
Associate Provost, Institutional Planning and Assessment
Associate Registrar, Academic

Committee Coordination
Governance Office

The Academic Programs Committee is responsible for:

1) Recommending to Council policies and procedures related to academic programs and sustaining program quality.

2) Recommending to Council on new programs, major program revisions and program deletions, including their budgetary implications.

3) Approving minor program changes, including additions of new courses and revisions to or deletions of existing courses and reporting them to Council.

4) Considering outreach and engagement aspects of programs.

5) Reporting to Council on processes and outcomes of academic program review, following consultation with the Planning and Priorities Committee and other Council committees as appropriate.

6) Undertaking the academic and budgetary review of proposals for the establishment, disestablishment or amalgamation of any college, school, department or any unit responsible for the administration of an academic program, and forwarding recommendations to the planning and priorities committee.

7) Undertaking the academic and budgetary review of the proposed or continuing affiliation or federation of other institutions with the University and forwarding recommendations to the planning and priorities committee.

8) Reporting to Council on the academic implications of quotas and admission standards.

9) Approving the annual academic schedule and reporting the schedule to Council for information, and recommending to Council substantive changes in policy governing dates for the academic sessions.

10) Approving minor changes (such as wording and renumbering) to rules governing examinations, and reviewing and recommending to Council substantive changes.

11) Recommending to Council classifications and conventions for instructional programs.

12) Designating individuals to act as representatives of the Committee on any other bodies, when requested, where such representation is deemed by the Committee to be beneficial.

13) Consider the priorities of the University, such as Indigenization and internationalization, when assessing current and new academic programs and policies.

14) Carrying out all the above in the spirit of a philosophy of equitable participation and an appreciation of the contributions of all people, with particular attention to rigorous and supportive programs for Indigenous student success, engagement with Indigenous communities, inclusion of Indigenous knowledge and experience in curricular offerings, and intercultural engagement among faculty, staff and students.

PROGRAM APPROVAL SUPPORT TEAM, ACADEMIC
The Program Approval Support Team, Academic is a standing subcommittee of the Academic Programs Committee. The Program Approval Support Team, Academic supports USask's approval processes for new academic programs and major changes

to existing programs by serving as a coordinating administrative resource for the Academic Programs Committee of Council, and for college and school program proponents. The support team has a stewardship mandate, but no approval authority.

The team is responsible for:
- Coordinating academic program approval processes through the University's governing bodies, including Council (academics), Senate (admissions qualifications changes), and Board of Governors (tuition and financial sustainability);
- Stewarding program proposals recommended by faculty councils through the governance processes;
- Ensuring administrative requirements for implementation and program offering are met;
- Leading ongoing process improvements to ensure timely and rigorous review of academic programs.

Membership on the support team is drawn from the Governance Office (chairs the subcommittee), the College of Graduate and Postdoctoral Studies (CGPS), Office of the Registrar, Institutional Planning and Assessment (IPA), college representatives, and APC is represented through the APC vice chair.